

YFAC Scope of Work Table by area

Facility Offices and Front Desk Areas

Daily Cleaning Tasks	DAILY	WEEKLY	BI-MONTHLY	MONTHLY	AS NEEDED
Empty Trash Bins and Replace Liners	X				
Wiping and Disinfecting Flat Surfaces	X				
Vacuum all carpeted areas of office space	X				
Damp mop any hard surface in the office space	X				
Clean Glass Doors	X				
Weekly Cleaning Tasks	DAILY	WEEKLY	BI-MONTHLY	MONTHLY	AS NEEDED
Dust Window Ledges		X			
Picture Frames and Wall Décor		X			
Spot Cleaning and Damp Wiping Doors		X			
Dust Furniture and Chair Framework		X			X
Spot Cleaning Walls		X			X
Monthly Cleaning Tasks	DAILY	WEEKLY	BI-MONTHLY	MONTHLY	AS NEEDED
Dust HVAC Supply and Return Vents				X	
Dust Office Baseboards				X	

Aquatic Seating & Facility Locker Rooms Area

Daily Cleaning Tasks	DAILY	WEEKLY	BI-MONTHLY	MONTHLY	AS NEEDED
Clean and disinfect all toilets	X				
Clean and disinfect all sinks	X				
Clean and disinfect shower areas	X				
Clean all mirrors and glass	X				
Restocking and Sanitizing Dispensers	X				
Empty and replace liners in all trash and recycling bins.	X				
Sweep floors	X				
Autoscrub floors	X				
Pool seating trash removal and policing	X				
Sweep under seating	X				
Weekly Cleaning Tasks	DAILY	WEEKLY	BI-MONTHLY	MONTHLY	AS NEEDED
Dust the tops of Lockers		X			
Dust Wipe the tops of restroom partitions		X			
Clean and polish walls of partitions		X			
Dust the lower framework of all interior glass		X			
Wet Mop all tile floor base		X			
Spot clean wall where and if needed		X			X
Mop under Pool Seating		X			
Wipe Pool Seating Benches		X			

Monthly Cleaning Tasks	DAILY	WEEKLY	BI-MONTHLY	MONTHLY	AS NEEDED
Dust HVAC Supply and Return Vents			X		

Common Areas

Daily Cleaning Tasks	DAILY	WEEKLY	BI-MONTHLY	MONTHLY	AS NEEDED
Entry Doors Cleaning and Polishing	X				
Flat Surface Wipe Down	X				
Empty Trash Replace Liners	X				
Sweep and Mop complete vestibule floor	X				
Sweep common hall space	X				
Run Autoscrubber on common hall space polished concrete	X				
Concession Stand trash removal and sweep/mop of floors	X				
Weekly Cleaning Tasks	DAILY	WEEKLY	BI-MONTHLY	MONTHLY	AS NEEDED
Dusting of Glass Framework		X			
Dust all common space hall baseboards		X			
Bi-Monthly Cleaning Tasks	DAILY	WEEKLY	BI-MONTHLY	MONTHLY	AS NEEDED
Buff the polished concrete			X		X
Monthly Cleaning Tasks	DAILY	WEEKLY	BI-MONTHLY	MONTHLY	AS NEEDED
Dust HVAC Supply and Return Vents				X	

Common Area Restrooms

Daily Cleaning Tasks	DAILY	WEEKLY	BI-MONTHLY	MONTHLY	AS NEEDED
Clean and disinfect all toilets	X				
Clean and disinfect all sinks	X				
Clean and disinfect all changing stations	X				
Clean all mirrors and glass	X				
Restocking and Sanitizing Dispensers	X				
Empty and replace liners in all trash and recycling bins.	X				
Sweep floors	X				
Autoscrub floors	X				
Weekly Cleaning Tasks	DAILY	WEEKLY	BI-MONTHLY	MONTHLY	AS NEEDED
Dust Wipe the tops of restroom partitions		X			
Clean and polish walls of partitions		X			
Wet Mop all tile floor base		X			
Spot clean wall where and if needed		X			
Monthly Cleaning Tasks	DAILY	WEEKLY	BI-MONTHLY	MONTHLY	AS NEEDED
Dust HVAC Supply and Return Vents				X	

Multi-sport Gymnasium and Seating Areas

Daily Cleaning Tasks	DAILY	WEEKLY	BI-MONTHLY	MONTHLY	AS NEEDED
Trash Policing	X				
Manual Sweep Mop Under and Around Bleachers	X				
Fingerprint Policing on Glass Surfaces (glass walls)	X				
Glass Entry Doors Cleaning	X				
Dust Mop Court	X				
Perimeter Court Cleaning	X				
Weekly Cleaning Tasks (3-5 times per week)	DAILY	WEEKLY	BI-MONTHLY	MONTHLY	AS NEEDED
Auto scrubber	X				
Monthly Cleaning Tasks	DAILY	WEEKLY	BI-MONTHLY	MONTHLY	AS NEEDED
Dust HVAC Supply and Return Vents				X	